



2008 REGISTRATION MATERIALS

For Maine Clean Election Act Replacement Candidates

This packet contains the forms you will need to register with the Commission and to participate in the Maine Clean Election Act. We encourage you to call the Commission staff if you have any questions regarding the Maine Clean Election Act (MCEA) and campaign finance reporting.

Registration with the Ethics Commission

Every candidate must register with the Commission before accepting any campaign contributions or making any campaign expenditures. Please complete and sign the enclosed registration form and return it to the Commission.

Declaration of Intent

Please complete the Declaration of Intent (DOI) when you register as a candidate. You are required to file the DOI within 5 business days after you begin to collect qualifying contributions. Qualifying contributions received more than 5 business days before filing the DOI will not count toward the eligibility requirements. **You cannot begin to collect qualifying contributions until the date of your nomination.**

Maine Code of Fair Campaign Practices

Please review the Maine Code of Fair Campaign Practices. Subscribing to the Code is voluntary. If you do subscribe to the Code, please return the signed form to the Commission.

Campaign Bank Account

You must have a separate bank account for your campaign funds, *i.e.*, your seed money contributions and your MCEA payments. You cannot commingle seed money or MCEA funds with personal or business funds. The Commission recommends that you set up the account so that you get the cancelled checks or copies of them back with the monthly statements. You will need these documents if you are selected for a random audit.

Vendor Form

In order for you to receive MCEA funds, please complete the Vendor Form and submit it directly to Lynn Ware in the Department of Administrative and Financial Services. If you were a MCEA candidate in the 2006 election cycle and there are no changes to your information on the form, you do not have to complete a vendor form for the 2008 election cycle.

Authorization Agreement for Direct Deposit Services (optional)

You can either receive your MCEA payments by electronic funds transfer (EFT) or by check in the mail. Most candidates prefer EFT because they can access campaign funds faster. If you would like to use EFT, please complete this form, attach a voided check or deposit slip, and submit them to Lynn Ware in the Department of Administrative and Financial Services. If you submitted an EFT form in a previous election and your account information is the same this year, you do not have to submit this form again.

Electronic Filing of Campaign Finance Reports

Candidates are required to submit campaign finance reports electronically on the Commission's website. In 2008, the Commission will hold training sessions on the e-filing system. If you are not able to comply with this requirement, you may request a waiver from the Commission and file paper reports instead. A waiver request form is included in this packet.

Guidelines on Permissible Campaign-Related Expenditures

The MCEA requires that all public funds be spent on campaign-related expenditures in accordance with guidelines established by the Ethics Commission. Violations of this requirement may subject the candidate to civil and criminal penalties. Please keep these guidelines for your reference during your campaign.

HOW TO QUALIFY AS A MCEA CANDIDATE FOR THE LEGISLATURE

In order to become eligible to receive MCEA funds, you are required to collect a minimum number of qualifying contributions during the qualifying period. Legislative replacement candidates may begin collecting qualifying contributions on the date of their nomination. Qualifying contributions are \$5.00 checks or money orders from individuals who are registered to vote in your district. They must be made payable to the Maine Clean Election Fund. **Money orders must be signed by the contributor.** Candidates for State Representative must collect at least 50 qualifying contributions; candidates for State Senator must collect at least 150. The Commission recommends that candidates collect more than the minimum number of contributions in case some do not qualify.

| | Democratic, Green-Independent, and Republican Candidates |
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| Qualifying Period for 2008 Replacement Candidates | Date of nomination – August 27, 2008 |
| Required Number of Qualifying Contributions | House Candidates – 50 |
| | Senate Candidates – 150 |

Qualifying Contributions Receipt and Acknowledgment Form

As you collect qualifying contributions, each contributor must fill out and sign this form. The contributors listed on a single page should be from the same city or town. If you have other people circulating the forms and collecting qualifying contributions and signatures, they must sign the receipt and acknowledgement form and include their mailing and residential addresses and telephone number. You must bring these forms to the municipal clerks in your district to verify that the contributors are registered voters at the address listed on the form.

When you request certification, you will submit all the qualifying contributions with the signed and verified Receipt and Acknowledgment forms. Please attach the checks and money orders to the appropriate Receipt and Acknowledgment form, in the order that the contributions are listed on the page. We have included some instructions for you to give to volunteers who are helping you collect the qualifying contributions.

You must also submit a separate alphabetical list of all individuals who have made qualifying contributions and include their towns and cities.

Seed Money Report

After becoming a candidate and prior to MCEA certification, you may raise and spend only “seed money contributions.” A seed money contribution cannot exceed \$100 and only individuals may contribute. Each family member may make a seed money contribution, provided that the money is from their personal funds. The seed money restrictions also apply to in-kind contributions (goods and services). House candidates may raise up to \$500 in seed money contributions; Senate candidates may raise up to \$1,500. You must file a report of all seed money contributions received and all expenditures made since the beginning of your campaign and report any balance of unspent seed money.

Requesting Certification

All requests for certification must be received by the Ethics Commission by 5:00 p.m. on the last day of the qualifying period, August 27, 2008. For a checklist of documents that must be submitted, please refer to the Request for Certification form included in this packet. Requests for certification will not be granted if the qualifying contributions and verified Receipt and Acknowledgment forms are not submitted by the deadline of the qualifying period.

Questions

Many questions can be answered by referring to the Commission’s website, www.maine.gov/ethics, or the *2008 Candidate Guide*. You can also call the Ethics Commission staff with your questions. Please call 287-4179 and ask for a candidate registrar. Thank you.